

DOWNTOWN DEVELOPMENT AUTHORITY AGENDA
Friday, November 16, 2018, 8:00 a.m.
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

Information and minutes are available from the DDA CEO, 303 East State Street, Suite C, Traverse City, MI 49684, (231) 922-2050. If you are planning to attend the meeting and are handicapped requiring special assistance; please notify the DDA CEO as soon as possible. Any interested person or group may address the DDA Board on any agenda item when recognized by the presiding officer or upon request of any DDA Board member. Also, any interested person or group may address the DDA Board on any matter concerning the DDA not on the Agenda during the agenda item designated Public Comment. The comment of any member of the public or any special interest group may be limited in time. Such limitation shall not be less than five minutes unless otherwise explained by the presiding officer, subject to appeal by the DDA Board.

1. Roll Call

2. Consent Calendar - The purpose of the consent calendar is to expedite business by grouping non-controversial items together to be dealt with by one Board motion without discussion. Any member of the board, staff, or public may ask that any item on the consent calendar be removed therefrom and placed elsewhere on the agenda for full discussion. Such requests will be automatically respected.
 - A. Consideration of minutes for the Regular Meeting of October 19, 2018 (approval recommended) (Pages 1-3)
 - B. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, and Old Town TIF for October, 2018 and Financial Reports for Traverse City Parking Services. (approval recommended) (Pages 4-19)

3. CEO Report
 - A. Leadership Training Date (Pages 20-21)
 - B. TC Arts Commission Request for Support (Pages 22-24)
 - C. Hardy Garage Encroachment Agreement (Pages 25-27)
 - D. Work Plan Update (Pages 28-35)

4. Board Member Reports
 - A. Arts Commission (Hershey) (Verbal)
 - B. Farmers Market (Hardy) (Verbal)
 - C. Lower Boardman River Leadership Team (Burkholder) (Verbal) *Reminder November 20, 2018 @ City Opera House meeting with Great Lakes Fisheries Commission 12:30 – 2:00pm*

5. Staff Reports:
 - A. Parking Update (Pages 36-37)
 - B. Marketing / Communications (Pages 38-48)

Old Business

6. Receive and File:
 - A. DTCA Minutes (Pages 49-50)

- B. Farmer's Market Advisory Committee (Pages 51-52)
- C. Lower Boardman River Leadership Team (Pages 53-54)
- D. Old Town TIF – No Capture for Library (Page 55)

7. Public Comment

8. Adjournment

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA CEO has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

Minutes
Traverse City Downtown Development Authority
Annual Meeting
October 19, 2018
Commission Chambers, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City

1. Roll Call

Present: Leah Bagdon-McCallum, Allison Beers, Harry Burkholder, Mayor Jim Carruthers, Collette Champagne (arrived at 8:03am and left at 8:41), Steve Constantin, Bill Golden, Scott Hardy, Debbie Hershey, T. Michael Jackson, Gabe Schneider

Absent: Jeff Joubran

Leah Bagdon-McCallum called the meeting to order at 8:01am

2. Consent Calendar. **Motion by Beers seconded by Jackson that the consent portion of the agenda be approved. Motion carried unanimously.**

A. Consideration of minutes for the Regular Meeting of September 21, 2018 (approval recommended)

B. Consideration of approving Financial Reports and disbursements for DDA, TIF 97, and Old Town TIF for August 2018 and Financial Reports for Traverse City Parking Services.

3. CEO Report

A. Medical Marihuana City Ordinance, consideration for position

i. Jackson asked if staff has done survey data on other cities that have Medical Marihuana.

ii. Derenzy provided data on various cities throughout the state

iii. Constantin asked if we are comparing medical marihuana to retail pharmacies

iv. Hardy expressed his opinion that medical marihuana seems counterintuitive to downtown Traverse City.

v. Board discussed effects of allowing medical marihuana facilities downtown.

Motion by Beers and seconded by Constantin that the DDA Board of Directors limit and do not allow medical marihuana facilities to be allowed in the downtown district.

Motion carried 10-1

Yes: Bagdon-McCallum, Beers, Burkholder, Champagne, Constantin, Golden, Hardy, Hershey, Jackson, Schneider

No: Carruthers

vi. Public Comment

a. Christopher Redding, 223 Lake Avenue expressed his concerns with allowing medical marihuana facilities in the downtown district.

b. Jay Zelenock, 309 E. Front Street expressed his concerns with the board's motion.

At this time, Champagne exited the meeting

- B. Appointment to Lower Boardman River Leadership Team**
 - i. Motion by Burkholder seconded by Beers that the DDA Board of Directors appoint Brett Fessell to the Lower Boardman River Leadership Team representing the Grand Traverse Band of Ottawa and Chippewa Indians. Motion carried unanimously.**
 - C. Appointment to Parking Advisory Committee**
 - i. Motion by Golden seconded by Jackson that the DDA Board of Directors appoint Rick Brown and Todd Knaus to the Parking Subcommittee. Motion carried unanimously.**
 - D. Amendment to Exhibit for Lot S**
 - i. Motion by Beers seconded by Schneider that the DDA Board of Directors approve of the Fourth Amendment to Parking Area Lease for property located at 305 Pine Street subject to approval from DDA attorney. Motion carried unanimously.**
 - E. Acceptance of Coastal Zone Management Grant for Water Trails**
 - i. Motion by Burkholder seconded by Hershey that the DDA Board of Directors approve of the Michigan Coastal Zone Management Grant Agreement between Michigan Department of Natural Resources and the DDA. Further, authorization to have Jean Derenzy, CEO, execute agreement on behalf of the DDA. Motion carried unanimously.**
 - F. TIF Budgets/Capital Improvement**
 - i. Jackson asked about Uptown Riverwalk status**
 - G. Project Updates (FYI: 8th Street, Uptown Riverwalk)**
 - i. 8th Street**
 - a. Derenzy updated Board on the Health & Wellness component of 8th S Street.**
 - ii. Uptown Riverwalk**
 - a. Derenzy is working with Traverse City Light & Power about lighting at the project and the Housing Commission to make sure it does not dead end.**
 - b. Derenzy will bring updates to the November meeting.**
 - iii. Shop Your Community Day**
 - iv. Light Parade and Santa Arrival**
- 4. Board Member Reports**
- A. Arts Commission (Hershey)**
 - i. Hershey presented updates to the Arts Commission**
 - ii. There are three current projects that the Commission is working on: Boardman Lake Art Trail, Clinch Park Tunnel Mural, Boathouse Sculpture Project**
 - B. Farmers Market (Hardy)**
 - i. Hardy discussed purpose of Wednesday markets**
 - C. Lower Boardman River Leadership Team (Burkholder)**
 - i. Action Items: Approval of RFP and Value Statements**
 - ii. Burkholder presented the RFP**
 - iv. Motion by Constantin, seconded by Beers, that the DDA Board of Directors approve of the Lower Boardman River Leadership Team minutes from October 10, 2018. Motion carried unanimously.**
- 5. Staff Reports**

A. Marketing/Communications (Colleen Paveglio, Marketing & Communications Director)

i. Website

- a. Staff recently met with OneUpWeb to update DDA website to ensure better communication to the public of what the DDA does.

ii. Facebook

- a. Reminded board to "like" the newly established DDA Facebook Page.

iii. 8th Street

- a. North Boardman Lake District is looking at forming a membership

iv. Lower Boardman River Leadership Team

- a. Team has been meeting every other week with a well engaged audience.

v. Destination Downtown & Bayline Launch

- a. Full launch will take place on March 1, 2019

B. Parking Update (Nicole VanNess, Parking Administrator)

i. Destination Downtown Updates

- a. Tracking utilization of regular users.

- b. Eight regular riders have been identified)

ii. Lot P Construction Update

- a. New target date before winter

- b. Increasing the amount of spaces

iii. Garage Restoration Update

- a. Project is delayed

iv. Reminders-Upcoming Dates

- C. Old Business (Derenzy) : Memo provided to Board updating Board on West Front Parking Garage and updates will be brought to Board in November.**

6. Receive and File

A. DTCA Minutes

B. Farmers Market Advisory Board

C. Lower Boardman River Leadership Team

7. Public Comment

8. Adjournment

- A. The meeting officially adjourned at 9:26am.**

CLAIMS OCTOBER 2018
DOWNTOWN DEVELOPMENT AUTHORITY

Date	Vendor	Amount	Line Item	Notes
2-Oct	ICMA	\$2,952.45	* Payroll	
2-Oct	City of TC	\$8,116.91	Health Insurance	
2-Oct	20Fathoms	\$40,900.00	Tech Incubator Fund	USDA Grant
2-Oct	City of TC	\$2,025.00	Health Insurance	
2-Oct	Bottomline Bookkeeping	\$200.00	Professional/Contractual	
4-Oct	Farmers Market Checks	\$15,861.00	*Farmers Market	Reimbursement from State
4-Oct	Charter Communications	\$595.90	Communications	*Half Billed Back to TCPS
4-Oct	Filemaker	\$325.00	Operational Supplies	
4-Oct	Integrity Business Solutions	\$91.13	Office Supplies	
4-Oct	Manpower	\$3,982.04	Professional/Contractual	*Billed Back to TCPS
4-Oct	Nicole Vanness	\$191.51	Transportaion & Prof. Development	*Billed Back to TCPS
4-Oct	OneUpWeb	\$450.00	Professional/Contractual	*TCPS pays 1/3, DTCA pays 1/3
4-Oct	Seeds	\$3,012.50	Professional/Contractual	Farmer's Market
4-Oct	Traverse City Light & Power	\$856.21	Utilities	
4-Oct	Xerox	\$645.93	Rentals	
10-Oct	United States Treasury	\$8,284.16	* Payroll	
16-Oct	Brew	\$900.00	Bathroom Stipeneds	*Billed Back to TIF 97
16-Oct	Great Lakes Bath & Body	\$750.00	Bathroom Stipeneds	*Billed Back to TIF 97
16-Oct	Milk & Honey	\$900.00	Bathroom Stipeneds	*Billed Back to TIF 97
16-Oct	Morsels	\$900.00	Bathroom Stipeneds	*Billed Back to TIF 97
16-Oct	Espresso Bay	\$650.00	Bathroom Stipeneds	*Billed Back to TIF 97
16-Oct	Tim Ervin	\$3,180.00	Due From Other Funds	Lower Boardman Capital Outlay
16-Oct	ICMA	\$3,262.63	* Payroll	
16-Oct	Bottomline Bookkeeping	\$220.00	Professional/Contractual	
18-Oct	Brickyard	\$210.00	Professional/Contractual	Farmer's Market
18-Oct	City of TC	\$2,350.00	Due From Other Funds	J. Smith Walkway Repair
18-Oct	Gourdie-Fraser	\$1,843.75	Due From Other Funds	Uptown Riverwalk
18-Oct	Seeds	\$3,000.00	Professional/Contractual	Farmer's Market

CLAIMS OCTOBER 2018
DOWNTOWN DEVELOPMENT AUTHORITY

		Meeting with Executive Group
18-Oct	The Dish Café	\$155.82 Lodging, Meals
22-Oct	State of MI	\$1,879.74 *Payroll
24-Oct	United States Treasury	\$5,984.26 *Payroll
25-Oct	MESC	\$375.77 *Payroll
30-Oct	ICMA	\$3,245.58 *Payroll
30-Oct	City of TC	\$2,812.50 Health Insurance
30-Oct	Old Town TIF	\$16,697.28 Property Taxes
30-Oct	TIF 97	\$133,544.51 Property Taxes
30-Oct	Bottomline Bookkeeping	\$300.00 Professional/Contractual
31-Oct	Quickbooks Payroll	\$63.50 *Payroll

TOTAL \$271,715.08

CLAIMS NOVEMBER 2018
DOWNTOWN DEVELOPMENT AUTHORITY

Vendor	Amount	Line Item	Notes
Ace Hardware	\$268.82	TIF 97	Trash liners
Habitat for Humanity	\$1,000.00	DDA TIF	Sponsorship
Brickyard	\$35.00	Professional/Contractual	Farmer's Market
Xerox	\$723.45	Rentals	Copy Machine
AECOM	\$29,457.00		Stormwater Study
Corporate Settlement Solutions	\$300.00	Professional/Contractual	Title work
Google	\$95.00	Professional/Contractual	
OneUpWeb	\$450.00	Professional/Contractual	*DTCA pays 1/3, TCPS pays 1/3
City of Traverse City	\$1,977.00	Destination Downtown	Seed Grant from Rotary
Charter	\$595.90	Communications	*TCPS Pays Half
Shoreline Development Assistance	\$728.56	Professional/Contractual	Grant
Chamber of Commerce	\$300.00	Professional/Contractual	Annual Membership
Traverse City Record-Eagle	\$134.10	Printing/Publishing	
Traverse City Light & Power	\$408.64	Utilities	
First National	\$703.29	Credit Card	

TOTAL \$37,176.76

Billed back to TIF 97

City of Traverse City, Michigan
Downtown Development Authority
DDA General Fund
REVENUE AND EXPENDITURE LINE ITEM AS OF 09/30/2018

	FY 17/18 Projected	FY 18/19 Budget	EXPENDITURES	BALANCE
REVENUES			397,004	
Property Taxes	\$ 192,700	\$ 137,464		
Grants and contributions	-	-		
Reimbursements	776,400	966,706		
Rental Income	53,000	53,000		
Interest Revenue	200	200		
TOTAL REVENUES	1,022,300	1,157,370	397,004	
EXPENDITURES				
Salaries and Wages	684,321	740,772	161,554	579,218
Fringe Benefits	174,402	200,074	50,885	149,189
Office/Operating Supplies	10,000	10,000	1,999	8,001
Professional Services	56,775	54,000	27,747	26,253
Contract Services		26,000		
Communications	4,800	4,800	776	4,024
Transportation	2,000	2,000	54	1,946
Lodging/Meals	5,000	10,000	741	9,259
Training	2,000	7,000		
Community Promotion	11,500	11,500	50	11,450
Printing and Publishing	1,500	1,500	120	1,380
Insurance and Bonds	1,800	1,800	175	1,625
Utilities	7,100	7,100	1,276	5,824
Repairs and Maintenance	2,200	2,200	926	1,274
Rentals	9,000	9,000	2,163	6,837
Legal Services	4,500	4,500		
Miscellaneous	400	400		
Equipment	6,000	6,000	3,270	2,730
TOTAL EXPENDITURES	983,298	1,098,646	251,736	809,010
EXCESS OF REVENUES OVER/ (UNDER) EXPENDITURES	39,002	58,724	145,268	
Beginning Fund Balance (Deficit)	397,510	436,512		
Ending Fund Balance (Deficit)	\$ 436,512	\$ 495,236		

**Downtown Development Authority
Balance Sheet**

As of October 31, 2018

	Oct 31, 18
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 3112	296,946.77
Fifth Third Savings - 8740	201,871.67
Petty Cash	298.19
Total Checking/Savings	499,116.63
Accounts Receivable	
Accounts Receivable	101,749.35
Total Accounts Receivable	101,749.35
Other Current Assets	
Due From DTCA	510.85
Due From APS	4,271.18
Total Other Current Assets	4,782.03
Total Current Assets	605,648.01
Other Assets	
Due From Other Funds	22,629.19
Pre-Paid Expense	8,020.00
Total Other Assets	30,649.19
TOTAL ASSETS	636,297.20
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	-425.98
Total Accounts Payable	-425.98
Credit Cards	
First National - 8889	-1,166.90
Total Credit Cards	-1,166.90
Other Current Liabilities	
Tech Incubator Fund	-40,900.00
Seed Grant	20,000.00
Due to Other Funds	12,868.65
Direct Deposit Liabilities	-61.75
Bryan Crough Memorial Fund	200.00
Accrued Salaries	12,784.90
Accrued Payroll Liabilities	1,482.77
Deposits Payable	
NCF Reimbursements	130.00
Senior Project Fresh	-3,231.00
Double Up Food Bucks	9,138.00
EBT Bridge Card	15,747.56
Project Fresh	-5,548.00
Prescriptions for Health	1,945.00
Deposits Payable - Other	2,270.00
Total Deposits Payable	20,451.56
Payroll Liabilities	
457k Payable	-3,245.58
State Income Tax Payable	2,163.14
State Unemployment Tax Payable	-649.35
Health Insurance Payable	1,705.64
Life Insurance Payable	374.84
Payroll Liabilities - Other	-6,085.81
Total Payroll Liabilities	-5,737.12
Total Other Current Liabilities	21,089.01
Total Current Liabilities	19,496.13
Total Liabilities	19,496.13
Equity	
Opening Bal Equity	107,606.27
Retained Earnings	381,841.16
Net Income	127,353.64
Total Equity	616,801.07
TOTAL LIABILITIES & EQUITY	636,297.20

11/12/18

Downtown Development Authority
Profit & Loss
 July through October 2018

	Jul - Oct 18
Ordinary Income/Expense	
Income	
Administrative Services	294,874.12
Interest & Dividends	-72.51
Miscellaneous Revenue	2,500.00
Property Taxes	129,066.35
Rents	34,400.00
Total Income	460,767.96
Gross Profit	460,767.96
Expense	
Communications	775.63
Community Promotion	50.00
Equipment	3,270.00
Health Insurance	37,637.19
Insurance & Bonds	-47.82
Lodging, meals	741.32
Miscellaneous Expense	0.00
Office Supplies	1,634.93
Operation Supplies	365.05
Payroll Expenses	
457 Company Matching	13,356.84
Hourly Wage Expense	100,656.05
Medicare Tax Expense	3,327.60
Salaries & Wages	120,513.59
Social Security Tax Expense	14,228.27
SUTA Tax Expense	470.53
Total Payroll Expenses	252,552.88
Printing & Publishing	119.99
Professional/Contractual	31,895.59
Rentals	2,163.40
Repairs & Maintenance	926.20
Transportation	53.65
Utilities	1,276.31
Total Expense	333,414.32
Net Ordinary Income	127,353.64
Net Income	127,353.64

11/12/18

Downtown Development Authority
Profit & Loss
October 2018

	<u>Oct 18</u>
Ordinary Income/Expense	
Income	
Administrative Services	54,105.60
Interest & Dividends	-179.99
Property Taxes	9,837.99
Total Income	<u>63,763.60</u>
Gross Profit	63,763.60
Expense	
Health Insurance	9,707.93
Insurance & Bonds	-222.82
Payroll Expenses	
457 Company Matching	3,618.96
Hourly Wage Expense	22,148.23
Medicare Tax Expense	901.02
Salaries & Wages	37,467.83
Social Security Tax Expense	3,852.69
SUTA Tax Expense	94.76
Total Payroll Expenses	<u>68,083.49</u>
Professional/Contractual	4,148.25
Total Expense	<u>81,716.85</u>
Net Ordinary Income	<u>-17,953.25</u>
Net Income	<u><u>-17,953.25</u></u>

CLAIMS OCTOBER 2018
TIF 97

Date	Vendor	Amount	Line Item	Notes
4-Oct	IDF	\$2,531.25	Professional/Contractual	
16-Oct	DDA	\$65,379.94	Professional/Contractual	Admin Fee
TOTAL		\$67,911.19		

1:51 PM

11/12/18

DDA - TIF97
Balance Sheet
As of October 31, 2018

	<u>Oct 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 8026	2,921,567.18
Total Checking/Savings	2,921,567.18
Accounts Receivable	
Accounts Receivable	805,000.00
Total Accounts Receivable	805,000.00
Total Current Assets	3,726,567.18
Other Assets	
Due From Other Funds	11,968.65
Total Other Assets	11,968.65
TOTAL ASSETS	3,738,535.83
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	1,115.00
Total Accounts Payable	1,115.00
Other Current Liabilities	
Deferred Revenue	960,000.00
Due To Other Funds	14,035.44
Total Other Current Liabilities	974,035.44
Total Current Liabilities	975,150.44
Total Liabilities	975,150.44
Equity	
Opening Bal Equity	-21,200.00
Retained Earnings	1,207,325.44
Net Income	1,577,259.95
Total Equity	2,763,385.39
TOTAL LIABILITIES & EQUITY	3,738,535.83

1:51 PM

11/12/18

DDA - TIF97
Profit & Loss
July through October 2018

	<u>Jul - Oct 18</u>
Income	
Interest	1,585.78
Property Taxes	1,713,977.33
	<hr/>
Total Income	1,715,563.11
Expense	
Capital Outlay	-24,696.98
Interest Expense	89,005.66
Professional/Contractual	63,374.65
Uncategorized Expenses	10,619.83
	<hr/>
Total Expense	138,303.16
	<hr/>
Net Income	1,577,259.95

CLAIMS OCTOBER 2018
OLD TOWN TIF

Date	Amount	Line Item	Notes
16-Oct	\$ 28,305.75	Professional/Contractual	Admin Fee
TOTAL	\$ 28,305.75		

1:49 PM
11/12/18
Accrual Basis

**DDA Old Town TIF
Balance Sheet
As of October 31, 2018**

	<u>Oct 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
Fifth Third Checking - 0650	<u>372,398.47</u>
Total Checking/Savings	<u>372,398.47</u>
Total Current Assets	<u>372,398.47</u>
TOTAL ASSETS	<u>372,398.47</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	182,431.13
Net Income	<u>189,967.34</u>
Total Equity	<u>372,398.47</u>
TOTAL LIABILITIES & EQUITY	<u>372,398.47</u>

1:49 PM

11/12/18

Accrual Basis

**DDA Old Town TIF
Profit & Loss
October 2018**

	<u>Oct 18</u>
Income	
Interest	73.79
Property Taxes	<u>16,623.49</u>
Total Income	16,697.28
Expense	<u>0.00</u>
Net Income	<u><u>16,697.28</u></u>

RUN DATE: 11/12/18

CITY OF TRAVERSE CITY
LINE ITEMS AS OF 09/30/2018

SELECTION: FUND RANGE 585 TO 585
LINE ITEM RANGE 499.00 TO 699.00
DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
502.00 FEDERAL GRANTS	.00	.00	.00	.00	.00	.00	.00	N/A
651.00 PARKING DECK PROCEEDS	415000.00	.00	415000.00	31457.35	161232.92	.00	253767.08	38.85
652.00 PARKING FEES-COIN	1400000.00	.00	1400000.00	151652.83	567029.98	.00	832970.02	40.50
653.00 PERMITS-SURFACE LOTS	240000.00	.00	240000.00	7188.00	22634.00	.00	217366.00	9.43
653.05 PERMITS-PARKING DECK	610000.00	.00	610000.00	13344.00	144516.00	.00	465484.00	23.69
653.07 PERMITS-NEIGHBORHOOD	.00	.00	.00	.00	.00	.00	.00	N/A
653.10 PROXIMITY CARD FEE	.00	.00	.00	.00	.00	.00	.00	N/A
656.10 PARKING FINES	400000.00	.00	400000.00	38285.00	117025.41	.00	282974.59	29.26
656.20 PARKING FINES-AIRPORT	.00	.00	.00	.00	.00	.00	.00	N/A
656.30 PARKING FINES-COLLEGE	.00	.00	.00	.00	.00	.00	.00	N/A
664.00 INTEREST & DIVIDEND EARNINGS	12000.00	.00	12000.00	.00	2432.91	.00	9567.09	20.27
668.00 RENTS AND ROYALTIES	26300.00	.00	26300.00	.00	10548.00	.00	15752.00	40.11
673.00 SALE OF FIXED ASSETS	.00	.00	.00	.00	.00	.00	.00	N/A
674.00 CONTRIBUTIONS-PUBLIC SOURCES	.00	.00	.00	.00	.00	.00	.00	N/A
675.00 CONTRIBUTIONS-PRIVATE SOURCE	.00	.00	.00	.00	.00	.00	.00	N/A
677.00 REIMBURSEMENTS	.00	.00	.00	.00	.00	.00	.00	N/A
683.00 RECOVERY OF BAD DEBTS	.00	.00	.00	.00	.00	.00	.00	N/A
686.00 MISCELLANEOUS INCOME	.00	.00	.00	397.50	777.50	.00	777.50	N/A
687.00 REFUNDS AND REBATES	.00	.00	.00	.00	.00	.00	.00	N/A
694.00 OTHER INCOME	.00	.00	.00	.00	.00	.00	.00	N/A
699.00 PRIOR YEARS' SURPLUS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	3103300.00	.00	3103300.00	242324.68	1026196.72	.00	2077103.28	33.07

RUN DATE: 11/12/18

CITY OF TRAVERSE CITY

LINE ITEMS AS OF 09/30/2018

SELECTION: FUND RANGE 585 TO 585
 LINE ITEM RANGE 700.00 TO 999.00
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
702.00 SALARIES AND WAGES	18000.00	.00	18000.00	373.44	1259.41	.00	16740.59	7.00
704.00 EMPLOYEE OVERTIME	3500.00	.00	3500.00	.00	.00	.00	3500.00	.00
706.00 FRINGE BENEFIT RECOVERY	.00	.00	.00	.00	.00	.00	.00	N/A
714.00 HEALTH SAVINGS ACCT EXPENSE	100.00	.00	100.00	.00	200.94	.00	100.94	200.94
715.00 EMPLOYER'S SOCIAL SECURITY	1600.00	.00	1600.00	28.83	88.01	.00	1511.99	5.50
716.00 EMPLOYEE HEALTH INSURANCE	100.00	.00	100.00	15.15	34.46	.00	65.54	34.46
717.00 EMPLOYEE LIFE/DISABILITY INS	200.00	.00	200.00	.00	.00	.00	200.00	.00
718.00 RETIREMENT FUND CONTRIBUTION	100.00	.00	100.00	13.86	41.58	.00	58.42	41.58
719.00 RETIREES HOSPITALIZATION INS	.00	.00	.00	.00	.00	.00	.00	N/A
720.00 UNEMPLOYMENT COMPENSATION	.00	.00	.00	.00	.00	.00	.00	N/A
721.00 WORKERS COMPENSATION INS	.00	.00	.00	.00	26.68	.00	26.68	N/A
727.00 OFFICE SUPPLIES	7000.00	.00	7000.00	466.72	569.53	.00	6410.47	8.42
740.00 OPERATION SUPPLIES	46000.00	.00	46000.00	751.32	3518.43	40.50	42441.07	7.65
801.00 PROFESSIONAL AND CONTRACTUAL	1181200.00	.00	1181200.00	74564.99	198603.67	5260.00	977336.33	16.81
810.00 COLLECTION COSTS	2000.00	.00	2000.00	.00	16.00	.00	2016.00	.80
850.00 COMMUNICATIONS	50500.00	.00	50500.00	2314.04	4791.24	.00	45708.76	9.49
854.00 CITY FEE	310000.00	.00	310000.00	.00	.00	.00	310000.00	.00
860.00 TRANSPORTATION	8000.00	.00	8000.00	218.90	1072.61	.00	6927.39	13.41
862.00 PROFESSIONAL DEVELOPMENT	8000.00	.00	8000.00	.00	.00	.00	8000.00	.00
863.00 TRAINING	2000.00	.00	2000.00	.00	.00	.00	2000.00	.00
880.00 COMMUNITY PROMOTION	36000.00	.00	36000.00	10748.77	11617.27	14374.50	10008.23	32.27
900.00 PRINTING AND PUBLISHING	22000.00	.00	22000.00	4426.74	4426.74	.00	17573.26	20.12
910.00 INSURANCE AND BONDS	22000.00	.00	22000.00	.00	4330.72	.00	17669.28	19.69
920.00 PUBLIC UTILITIES	125000.00	.00	125000.00	2127.72	7053.67	.00	117946.33	5.64

RUN DATE: 11/12/18

CITY OF TRAVERSE CITY
 L I N E I T E M S A S O F 09/30/2018

SELECTION: FUND RANGE 585 TO 585
 LINE ITEM RANGE 700.00 TO 999.00
 DEPARTMENTS

	INITIAL BUDGET	BUDGET ADJUSTMENTS	ADJUSTED BUDGET	THIS MONTH	THIS YEAR	CURRENT ENCUMBRANCES	BUDGET BALANCE	% EXPENDED / REALIZED
930.00 REPAIRS AND MAINTENANCE	255000.00	.00	265000.00	9373.84	17561.32	.00	247438.68	6.53
930.05 RAMSDELL GATE REPAIR & MAINT	1000.00	.00	1000.00	.00	.00	.00	1000.00	.00
940.00 RENTAL EXPENSE	119000.00	.00	119000.00	5122.00	22825.90	.00	96174.10	19.18
956.00 MISCELLANEOUS	10500.00	.00	10500.00	553.47	10277.83	.00	222.17	97.88
959.00 DEPRECIATION EXPENSE	521000.00	.00	521000.00	.00	86104.18	.00	434895.82	16.53
964.00 TRANSFERS OUT	.00	.00	.00	.00	.00	.00	.00	N/A
977.00 EQUIPMENT	160000.00	.00	160000.00	.00	148824.14	40794.00	29618.14	93.02
988.00 UNALLOCATED FUNDS	.00	.00	.00	.00	.00	.00	.00	N/A
GRAND TOTALS	2919800.00	.00	2919800.00	109992.85	523232.33	60469.00	2336098.67	17.92



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, DDA CEO
For Meeting Date: November 16, 2018
Re: Board Leadership & Development Session

As reported at the September meeting I have been investigating opportunities for Board Leadership and Development. As the strategic plan and work plan move forward, I believe it is important for the Board to have the opportunity for training.

Instead of the regular board meeting in December (12/21) I would like to propose **Friday, December 14 from 3:00 to 7:00pm** for the Leadership/Development Session. Elaine Wood from Woodside Strategies has provided the attached agenda for your consideration.

Ms. Wood has over 40 years with Networks Northwest, served on the NMC Board of Directors for 18 years as well as the Munson Healthcare Board and now has formed her own business Woodside Strategies organizational consulting. I believe Elaine will provide the organizational knowledge to help the Board through their identified requests for development.

The cost for the session would be a not to exceed \$500.00

Should the Board wish to move forward with this training, the following motion is recommended:

RECOMMENDATION: Approval to schedule Leadership Development Session for Friday, December 14 from 3:00 to 7:00pm.



Woodside Strategies

Organizational Consulting

**Traverse City Downtown Development Authority
Board Leadership & Development Session
December 14, 2018 3:00 – 7:00 p.m. Dinner provided**

A G E N D A

Introductions & purpose	3:00
Excellence in board leadership	3:15
<ul style="list-style-type: none">• Standards of Duty• Four pillars of board effectiveness• Essential leadership characteristics• Key responsibilities• Mission driven strategic leadership• Board-Executive relationship• Essentials of board operational effectiveness• Indicators of board meeting quality• Building a board culture of inquiry• Leadership from the Chair• Role of strategic planning in leadership	
Dinner & continued discussion	5:15
Excellence in board policies & practices	6:00
<ul style="list-style-type: none">• Board by-laws• Board policies<ul style="list-style-type: none">○ Code of conduct○ Conflict of interest○ Others?• Committee job descriptions• Board manual• Member on-boarding process• Board self-assessment process	

Woodside Strategies LLC
451 N. Madison
Traverse City, MI 49684

Elaine Wood, President
elainewood@woodsidestrategies.com
231-499-6264
www.woodsidestrategies.com



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, DDA CEO
For Meeting Date: November 16, 2018
Re: Arts Commission Request for Support


Arts Commission Director Nate Elkins will attend our meeting requesting support from the DDA for the commissioning of art in the Clink Park Tunnel. The proposed project will be a retrospective of the Woodland Indians historical connection to Traverse City and is supported by the Grand Traverse Band Tribal Council and the City Parks and Recreation Commission.

The DDA contributes towards the annual Arts Commission budget and with this project may be asked to contribute towards public infrastructure improvements. Which would be above and beyond the annual Arts Commission contribution. Should the DDA be asked, request will be brought back for consideration and would be utilized from TIF 97.

Based on the attached description of the project and the goals and objectives of the DDA, the following recommendation is appropriate.

RECOMMENDATION: Support of the Traverse City Arts Commission Clinch Park Tunnel Art Exhibition being a retrospective of the Woodland Indians historical connection to Traverse City.

TO: **Jean Derenzy, CEO & The Traverse City Downtown Development Authority**

FROM: **Nathan Elkins, Arts Commission Director** 

DATE: **October 29, 2018**

SUBJECT: **CLINCH PARK TUNNEL ART EXHIBITION**

The Traverse City Arts Commission has approved a project proposal to move forward with commissioning public art in the Clinch Park Tunnel that will be retrospective of the Woodland Indians historical connection to Traverse City. The project concept is supported by the GTB Tribal Council and they are encouraged by the opportunity to collaborate with the Arts Commission. The Traverse City Parks Commission has also provided support for the project. The Arts Commission is asking the DDA for a recommendation of support for the project.

Project Background

Prior to completion of the 2013 Clinch Park Improvements, Anishinaabek art and language was represented on the walls of the Clinch Park Tunnel. The stencil paintings were the work of artist Lois Beardslee and depicted regional animals. The paintings were in place since at least 1995. Those paintings created a humble reminder for people of all ages and backgrounds of the connection to the people and place of this region. Unfortunately, time and the less than friendly environment in the tunnel had degraded the paintings over the 20 plus years that they were displayed. The paintings were faded, wall staining had spread, and a few had graffiti over parts of them.

The stencils were white washed over with the updates to Clinch Park and the Tunnel in 2013 and 2014. A group of citizens, including members of the Grand Traverse Band, members of the Traverse City Parks and Recreation Commission, met in that first year to begin exploring possibilities to return and maintain an indigenous presence through public art at Clinch Park. The mouth of the Boardman River is a traditional meeting place for native peoples and it is in this spirit that the purpose of this project aims to honor a historical connection to place and people with public art at Clinch Park with an indigenous theme and perspective.

With the creation of the Traverse City Arts Commission 2014, public art projects finally had a committed and funded public body to steer them through to completion. In late 2017, members of the Arts Commission met to revive this project and most recently met on October 5th, with members of the Grand Traverse Band (GTB).

Project Description

The proposed art will be in the form of a mural and be located in the existing pedestrian tunnel located under Grandview Parkway at the intersection of Cass Street. The tunnel provides a safe pedestrian connection between downtown Traverse City and the waterfront. The mural will be a digitally printed replication of the original art and installed on a panelized system that is attached to the walls; the mural will be over 600 square feet and be on both the east and west walls. The mural will be completed by a commissioned artist through an open call for entry. The project will be a rotating exhibition with the possibility that after each exhibition the artwork goes into a collection until at a later date multiple pieces could be displayed as its own exhibition or loaned to other art organizations and communities to display. The project not only includes a mural, but also proposed lighting enhancements and the opportunity for audio and choreographed sound art.

cc: **Benjamin Marentette, City Clerk**
Katy Garavaglia, Arts Commission Staff Liaison
Debbie Hershey, Arts Commission Chairperson



PRELIMINARY PROJECT BUDGET

Traverse City Arts Commission



Project: Clinch Park Pedestrian Tunnel Mural

Release Date: March 18, 2018

Revisions: 9/17/18, 9/19/18, 10/4/18, 10/17/18

OVERALL FUNDING BREAKDOWN					
	GTB 2% Grant Request				45,000.00
	Traverse City Light & Power funding request				15,000.00
	Traverse City Arts Trust Fund				10,000.00
				TOTAL	70,000.00
ITEM	CATEGORY	EST. QTY.	UNIT	ESTIMATED UNIT PRICE	ESTIMATED COST
SITE PREPARATION					
1	Prepare Tunnel Surface for Paint (Remove peeling paint, patch concrete as needed)	1	LS	500.00	500.00
2	Traffic Control Signage (Allowance)	1	LS	250.00	250.00
				SUBTOTAL	500.00
GENERAL IMPROVEMENTS					
3	Prime and Paint Tunnel Walls	1	LS	2,500.00	2,500.00
4	New Decorative Lighting (Allowance)	1	LS	30,000.00	30,000.00
5	New Audio System (Allowance)	1	LS	7,500.00	7,500.00
				SUBTOTAL	40,000.00
PANELS & APPURTENANCES					
6	6MM Alupanel Panels and Stainless Steel Stand-offs	1	LS	6,329.00	6,329.00
				SUBTOTAL	6,329.00
COMMISSIONED ART					
7	Artist Fee	608	SFT	10.00	6,080.00
8	Printed Vinyl Graphics Installed on Panels with Anti-Graffiti Laminate	1	LS	5,910.00	5,910.00
9	Installation of Stand-offs and Panels	1	LS	1,789.00	1,789.00
10	High Resolution Scan or Photograph (TBD if needed based on parameters set in call for entry)	1	LS	1,500.00	1,500.00
				SUBTOTAL	15,279.00
DESIGN & ENGINEERING					
11	Concrete Condition Assessment - Sounding Investigation	1	LS	1,100.00	1,100.00
12	Lighting Design	1	LS	500.00	500.00
13	Audio Design	1	LS	500.00	500.00
				SUBTOTAL	2,100.00
OTHER MISC.					
14	Ribbon Cutting Event	1	EA	1,500.00	1,500.00
15	Sign / Plaque	1	EA	500.00	500.00
				SUBTOTAL	2,000.00
				Admin (5%)	3,310.40
				TOTAL	69,518.40

NOTES:

- 1 All costs are estimated costs.
- 2 This estimate is to be used for preliminary planning purposes only.
- 3 The estimate is based on estimated pricing provided by local fabricators, suppliers, and contractors.
- 4 Final engineered design plans and/or unexpected site conditions may result in additional costs.
- 5 Findings from the to-be-completed sounding investigation may result in additional costs due to unknown conditions.



Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, DDA CEO
For Meeting Date: November 16, 2018
Re: Hardy Garage Encroachment Agreement

Attached is a memorandum from Parking Administrator Nicole VanNess relating to entering into an Encroachment Agreement with Radio Center Condominium Association in order to put flashing up between Radio Center 3 and the Hardy Parking Deck. As outlined in Ms. VanNess' memorandum, this flashing is a solution to prevent any mildew, moss, or mold from growing between the new condominium development and the NW corner of the Parking Garage.

City Engineer will be reviewing the Flashing and has tentatively approved of the approach/solution. This communication is for the Board's information and concurrence with the Encroachment Agreement. Agreement will be between the City of Traverse City and Radio Center 3 Condominium Association.

RECOMMENDATION: Concurrence to approve Encroachment Agreement between Radio Center 3 Condominium Association and City of Traverse City.



Memorandum

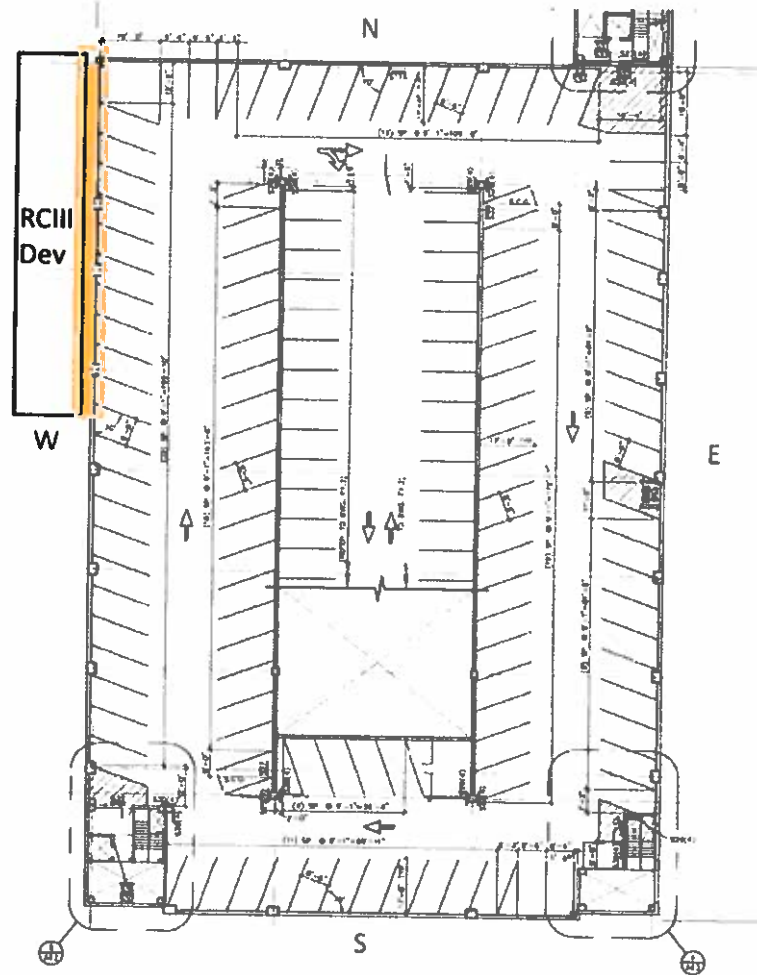
To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Administrator *NVN*
Re: November 5, 2018
Date: Hardy Garage Encroachment Agreement – RCIII Flashing

Radio Centre III Development has been working with Socks Construction to come up with a solution to prevent any mildew, moss, or mold from growing between the new condominium development and the NW corner of the Hardy Parking Garage. Per building code requirements the buildings are 12" apart. Due to the gap, the Development has concerns that moisture from rain or snow will promote growth on the sides and between the buildings.

Upon review, Socks is recommending a flashing that will adhere to the RCIII Development and lay on the edge of the 4th floor roof of the parking structure. This flashing will divert any moisture to accumulate between the buildings. Our concern is any damage caused to the 4th floor wall or corner due to rainwater runoff. While we feel risk is low, we are recommending an Encroachment Agreement that will hold the development financially liable and responsible for any damage that may occur to the wall or decking of the parking structure.

Please review the item with the DDA Board and request the approval to enter into the Encroachment Agreement.

ATTACHMENT A





Downtown Development Authority
303 E. State Street
Traverse City, MI 49684
jean@downtowntc.com
231-922-2050

Memorandum

To: Downtown Development Authority
From: Jean Derenzy, DDA CEO
For Meeting Date: November 16, 2018
Re: Update on Work Plan

To keep the Board apprised of the progress being made on my annual work plan, the following is provided, with a few action items needed by the Board to help move a project forward.

Real Estate Development & Place Making:

Lower Boardman River Unified Plan: Board member Burkholder who sits on the Team will be providing the verbal update. Progress continues with good input from the public and participation growing. Award of the application to the Great Lakes Fisheries should be known by November 16.

Redevelopment of Parking Lot O: This redevelopment will be taking a surface lot and building for the public purpose (housing, economic impact i.e. tech incubator) that moves the strategic plan forward. Request is made that three (3) board members meet with me to begin identifying the proforma and approach for this project.

MOTION NEEDED: Need for three Board volunteers to work with CEO on approach for this redevelopment.

Farmer's Market: The Farmer's Market long-term approach has not been started.

Building Standards: Work has started with the City Planner on approach and method to ensure that quality standards are instituted.

Parking and Transportation

West End Parking Deck: The West End Parking Committee has met on three different occasions and has recommended moving forward with approach with first step being meeting to determine financing. This will be discussed during our Board leadership development session. Further a joint meeting will be held in January with the City Commission on approach.

Identify three-year implementation plan for the Transportation Demand Management Plan: Plan was presented and approved by the DDA Board in August. The appointment of a subcommittee in October will assist in the goals and objectives identified within the three-year plan. Monthly meetings will be held with the subcommittee will reports out to the DDA Board.

Leadership

Implement Board orientation and growth program: This has been a work in progress and suggested for a meeting to be held December 14.

Writing of grants and other funding opportunities: Five grants have been applied for being:

USDA: To help secure Tech-Incubator in downtown Traverse City. Status: Approved \$92,200.

Coastal Zone Management: Applied for implementation of Water Trail Signage. Status: Approved \$10,000

Oleson Foundation: Applied for matching funds for Coastal Zone Management for Water Trail Signage. Status: Not approved.

Rotary SEED Grant: Applied for \$10,000 Rotary Seed Grant for Destination Downtown. Status: Approved.

Great Lakes Fisheries Commission: Applied for \$42,500 grant to help with grant writing and consultant for the Lower Boardman River. Status: Pending.

Develop Leadership Opportunity for corridors: Working to extend DDA District to allow DDA professional staff to look at opportunities for a health and wellness District for the area from Lake Avenue to Barlow.

Assist in the Implementation of High-Speed Fiber in Downtown: Working with Traverse City Light and Power on federal grant.



2018/2019 Annual Work Plan -- Downtown Development Authority

The work for the Traverse City Downtown Development Authority (DDA) staff, is based on the three-year Strategic Plan of the DDA Board. To implement the vision, mission and values of the attached Strategic Plan in a specific, measurable, achievable realistic and time-bound approach, this Work Plan is the guiding document to reach yearly goals of the Board.

Understanding that the strategic plan is visionary, this yearly work plan are the identified high priority projects for the DDA. Each project identified, upholds the values of the DDA to achieve the mission and vision.

Real Estate Development & Place Making:

There will be four (4) projects that will be focused on for the 2018/2019 fiscal year being:

Project 1:

1. Lower Boardman River Unified Plan from Boardman Lake to the mouth of Grand Traverse Bay. This Unified Plan will engage City Planning Commission, City Parks Commission and City Commission to adopt the identified Plan.

Time: 18 months, for adoption of by all boards and commissions.

With the Unified Lower Boardman River Plan, the DDA will realize access for the use of Boardman River, reduction/elimination of non-point sources of pollution within the downtown and repurpose the alley into more useable space for businesses and community.

Tools Needed:

- A. Engagement from stakeholders including: Watershed Center, Rotary Charities, Downtown Property Owners, Residents, Department of Natural Resources, City Commission, Planning Commission, DDA Board.
- B. Communication. Ensure involvement, processes, timeline and activity is provided to all.
- C. Facilitator. Writing of grant to hire Facilitator to write the Plan and identify costs to implement.

Project 2:

1. Redevelopment of Parking Lot O (being 159 East State Street). Project will be a public/private project with the DDA leading the redevelopment process that meets three components a) redeveloping surface parking spaces. b) bringing property on tax rolls and c) Identify business opportunities (current business to expand, or new business opportunities).

Time: 12 Months to have developer identified to work with the DDA to implement identified project.

Tools Needed:

- A. Development of Request for Qualification Process. Engagement from public to identify building type.
- B. Parking components to be identified within Plan
- C. Communication. Ensure process is clearly communicated to community, DDA and City Commission.

Project 3:

1. **Farmer's Market.** Current design within the current parking lot, has been developed in 2017. As the design will cement for the next 20 to 30 years, it is critical to answer the questions of 1) Are there other locations within the DDA District that could hold the Farmer's Market and 2) Can the Farmer's Market "space" whatever the space is determined be used for more civic activities.

Timeline: 12 months

Tools Needed:

- a. Create data base of properties for reuse
- b. Work plan for implementation
- c. Communication strategy
- d. Include parking elements of implementation components.

Project 4:

1. **Building Standards.** This is a broad term with the simple goal of identifying for new development and façade improvements for current buildings to have design standards to protect the quality of the downtown. This approach meets the DDA's mission to be a world class downtown.

Timeline: 15 months

Tools Needed:

- a. Facilitator / Planner to assist in public involvement process
- b. City Planning Commission / City Planner to agree with the approach and standards

Parking and Transportation

Two projects make up the 2018/2019 work plan being:

Project 1:

1. **West End Parking Deck.** Property located at 145 West Front Street, located inside the DDA District provides the opportunity for business growth inside our district. There are numerous steps to complete before building a parking deck. For this yearly work plan identifies two steps to complete:
 - A. Schematic Design
 - B. Cost to build

Timeline: 12 Months

Tools Needed:

- a. Community Outreach to prior to

- b. Architect and Engineering to complete schematic design
- c. Communication Plan on
- d. Parking Need Components (how the parking garage has a cause and effect on surface needs).

Project 2:

1. Identify three-year implementation plan for the Transportation Demand Management Plan. This three-year plan to be approved by DDA and City Commission. With the approval of the implementation plan provides staff direction to begin making changes.

Timeline: 6 months

Tools Needed:

- a. Communication Plan to ensure public is aware of strategy
- b. Parking Advisory Committee for oversight and recommending body to the DDA

Leadership:

Leadership will be the component for each activity listed within this work plan. In addition, specific to Leadership development two programs will be established being:

1. Implement Board orientation and growth program. This program will help new board members understand the roles, responsibilities and challenges of the DDA and how Board leadership within the community is an integral part of the success of the DDA.

Timeline: 8 months

Tools Needed:

- a. Review of all policies, procedures and by-laws
- b. Develop "book" or on-line tool for board members to have access to.

Project 2:

1. Write for grants and other funding opportunities to help with capacity building within the DDA organization.

Project 3:

1. Develop Leadership opportunity for corridors. The DDA skillsets for marketing, promoting and communicating will assist the City of Traverse City in implementing corridors connecting to the Downtown District.

Timeline: 12 months

Tools Needed:

- a. Partnership with City of Traverse City to determine best practices to work together on development opportunities for the City.
- b. Communication on strategy on promotion of activities.

Project 4:

1. Assist in the Implementation of High Speed Fiber in Downtown. The opportunities for Downtown can, and will, increase for business development with the deployment of high-speed fiber. This opportunity allows for the diversification of the economic health of our Downtown.

Tools Needed:

- a. Partnerships with Traverse City Light and Power to assist in identifying varying funding opportunities for deployment.
- b. Communication on promotion of activities.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director *NVN*
Re: November 12, 2018
Date: Parking Services Updates – November 2018

Holiday Parking at Hardy Parking Garage

FREE transient parking at Hardy will begin on Thursday, November 15th. Free parking will be offered for anyone entering the garage after 6 PM Monday-Friday and all day on Saturday and Sunday. Fees will still be charged for overnight parking.

Covered Parking Available at Old Town

Anyone seeking shelter from the snow in residential areas may access the ground level of Old Town from the alley behind Blue Tractor and Brady's. This area is available for free overnight parking after 6 PM and before 8 AM Monday-Saturday and all day on Sunday.

Destination Downtown – Update

The late October and early November counts are showing that we are seeing the highest ridership since July.

Construction Delay Updates

The early snowfall and cooler temperatures have further complicated our construction delays.

Lot P

Elmer's has poured curbs and laid gravel. We are awaiting asphalt, and a potential date has not been communicated. We are not providing a reopen date to parkers until we can see progress on the lot.

Garage Restoration

RAM has not returned to complete the punch list of outstanding repairs. We contracted with Rich & Associates to oversee the project, and we are working with them to determine next steps.



Memorandum

To: Jean Derenzy, DDA CEO
From: Nicole VanNess, Parking Director *NV*
Re: November 12, 2018
Date: Parking Subcommittee Update

The committee will meet later this month for their orientation. The monthly meeting schedule will be determined during the meeting.

Orientation topics included in the Parking 101 will review how parking in Traverse City has changed over the years since parking was transferred to the DDA in 1991, an overview of the enterprise fund, department operations and responsibilities, vendor agreements, and operations outside of the DDA District.

We will touch on in-progress items that are currently tabled to determine if they are still areas that the Board would like us to pursue and complete; such as, residential permits, loading zone changes, review of residential time limits, and bike share programs.

The tentative agenda for the first meeting will include reviewing the final TDM report and determining the top objectives, developer partnerships and permit benefit districts. This discussion will be used to revise our current three year plan and timeline for future meeting agendas.

Downtown Development Authority
Traverse City Parking Services
303 E. State Street
Traverse City MI, 49684
(231) 922-0241
nicole@downtowntc.com



Memorandum

To: Jean Derenzy
From: Colleen Pavegio
Re: Communication Update
Date: November 12, 2018

Website: DDA staff is working with our web vendor to develop a DDA website. The target goal is to launch by the immediately after the new year. We are in the process of reviewing the site map right now, which will be one of the most important steps as it pertains to the navigation of the site.

As previously mentioned, the site will have it's own url, but will also live on the downtowntc.com site. With nearly, 1,000,000 page views annually, downtowntc.com will continue to be an avenue to reach constituents on all things DDA.

Facebook: The Traverse City DDA Facebook page was launched in August. Building a page on communication elements for the DDA will be an important element to community engagement. I you are participate in social media, we would encourage you to share the page to increase followers as well as share any posts that you may find interesting for the general public.

Lower Boardman River Leadership Team

The Lower Boardman River Leadership Team has been meeting regularly and continues to have attendance from the general public. We are pleased with those that continue to be engaged. The RFQ deadlines on November 14 and a component is the community engagement process as the planning for the future of the Lower Boardman is developed. Inviting the stakeholders and the community at large to the upcoming presentations will be a great start this process.

Destination Downtown

Nicole and I are working on the continuation of Destination Downtown and launching a full program on March 1, 2019. Ridership continues steady at round 1,000 rides since the launch on June 25, 2018. Four new pass holders in the last month and we rides were on par with July use, just last week!

The DDA is teaming up with various organizations to help promote the program such as Groundworks and TART. A winter smart commute pop up event will take place at The Little Fleet on Tuesday, November 13th. We will host a table and continue educate the community on this program

Lake Avenue

We are pleased that Lake Avenue is on schedule to be completed by November 15th. We are planning a ribbon cutting to take place at 5 pm, Friday, November 16th. A grand opening party is being planned that evening to dedicate the street and also celebrate TART's 20th Anniversary. Yes, that is right, Lake Avenue will close to celebrate it's reopening! We will send an invite to you all regarding the ribbon cutting and further details. Please mark your calendars.

The Lake Avenue project began after Labor Day and, although, was a tight frame for reconstruction, the impact is always rough on traffic, pedestrian traffic etc. We made project updates on the website and the Traverse City DDA facebook page with some of the enclosed graphics.

Downtown Light Parade, Santa's Arrival, and Tree Lighting

We have been gearing up for one of our largest events of the year and making several changes in order to accommodate the large crowds. I have enclosed the flyer and details about the event that we are working on providing to the general public. As board members, we invite you and your families to walk in the parade next tot he DTCA Float. Please let us know if you are interested.

SUPPORT LOCAL

**LAKE AND CASS
OPEN FOR BUSINESS
CLOSED FOR CONSTRUCTION**

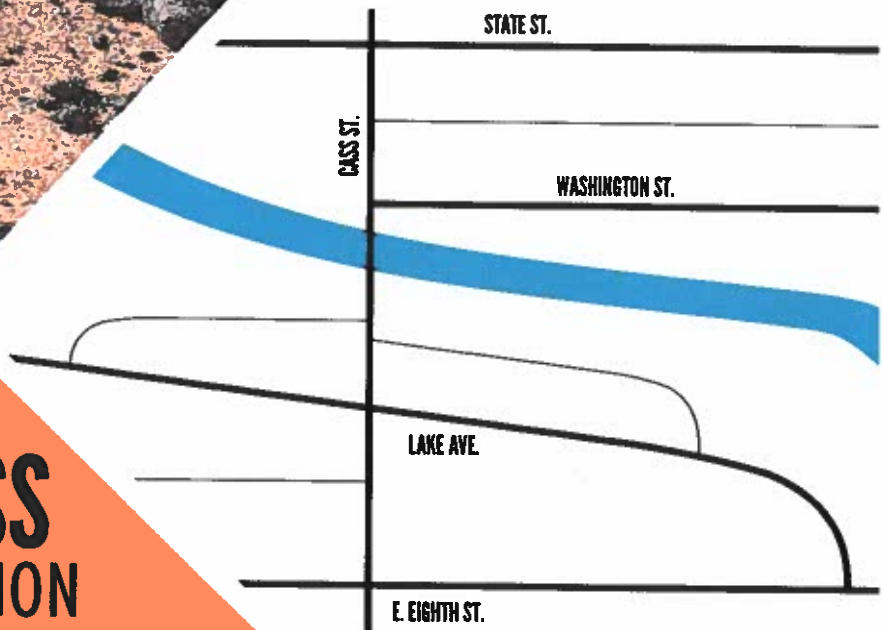


PARKING

During construction of Lake Avenue, Cass Street will have a "soft closure" to through traffic

Public parking along Cass and Lake Avenue, west of Cass, remains accessible and open

Access to private parking lots for businesses remains accessible



LAKE AVENUE

Street reconstruction with intersection improvements at Eighth and Cass

Raised crosswalks at Cass for a safer pedestrian experience

Sidewalks on north and south side of street with street trees and brick pavers

Amenities such as benches and bike racks

Improved parking

Street lights

Upgrades and replacements to sanitary sewer, water, and stormwater



**THE LAKE AVENUE PROJECT IS SUPPORTED BY FUNDS FROM
OLD TOWN TIF**

celebrating twenty years of trails

TART'S 20TH BLOCK PARTY

*free admission.
all ages welcome.*

**GREAT FOOD, LIVE
MUSIC, LOCAL BREWS
AND TONS OF FUN.**

**SOUR "TART" BEER
CHALLENGE FROM 9 LOCAL
BREWERIES**



**\$10 DONATION TO
TART TRAILS**

LIVE MUSIC!

**JACK PINE
MEDICINAL GROOVE
DJ RAS MARCO D**



**RARE
BIRD**

**NOVEMBER 16, 5-9 PM
RARE BIRD BREW PUB**

229 LAKE AVE



[HTTPS://TRAVERSETRAILS.ORG/EVENT/TARTS-20TH/](https://traversetrails.org/event/tarts-20th/)



DOWNTOWN TRAVERSE CITY
LIGHT PARADE
SANTA'S ARRIVAL & TREE LIGHTING

SATURDAY • NOVEMBER 17 • 5:30 TO 9 PM

SCHEDULE OF EVENTS

HOLIDAY MUSIC, CASS AND FRONT: 5:30 PM

TREE LIGHTING, CASS AND FRONT: 6 PM

LIGHT PARADE, FRONT STREET (FRANKLIN TO UNION): 7 PM

SANTA VISITS AT CHERRY REPUBLIC: POST PARADE

DOWNTOWNTC.COM



TIMELINE



5:30 PM HOLIDAY MUSIC & COMMUNITY CAROLING
WITH GRAND TRAVERSE SHOW CHORUS

6:00 PM SANTA ARRIVES TO LIGHT THE TREE
ON CASS & FRONT

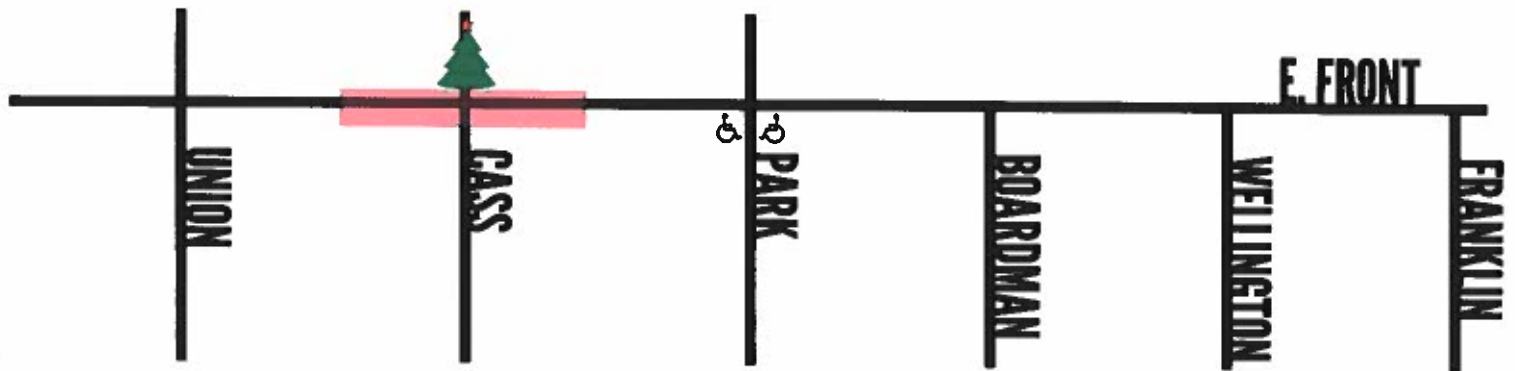
7:00 PM DOWNTOWN LIGHT PARADE
FRANKLIN TO UNION STREET, ON FRONT

POST PARADE SANTA VISITS AT CHERRY REPUBLIC

PARADE ROUTE

THE PARADE WILL RUN WESTBOUND ALONG
EAST FRONT STREET (FRANKLIN TO UNION)

THIS IS TWO BLOCKS LONGER THAN LAST YEAR!



THERE IS PLENTY OF SPACE SPREAD OUT ALONG
THE ROUTE TO ENJOY VIEWING COMFORTABLY!

CHAIRS

Chairs are allowed for placement beginning at 3:30 pm.
NOTE: the red on the map above indicates where chairs are not permitted.
Chairs placed in this area will be removed.

HANDICAP VIEWING AREA

There will be a dedicated handicap parade viewing area at Park and
E. Front for those in wheelchairs.
Easy access from the Hardy Parking Garage or drop off from Park Street.

TREE LIGHTING INTO PARADE

Santa will arrive and light the tree at Cass and E. Front at 6 pm.
You may be in the street, the same as previous years, to view the lighting.
Once the tree lighting is complete, attendees must move behind the
metal barricading and/or stay on the sidewalk area.



PARK, RIDE OR BIKE

PARK

Parking in Permit Lots and the Hardy Parking Garage are FREE on November 17th.

Meters are enforceable, 8 am to 6 pm.

Avoid street closures and enter the Old Town Parking Garage on Eighth Street. Travel to the Hardy Garage by taking Eighth Street, proceed north on Cass Street to Downtown TC. The Hardy Garage will only be accessible from the State Street entrance after 3 pm.

RIDE

Consider taking BATA's Bayline Downtown! The service is free!

BIKE

Downtown will be easily accessible by bike. We have over 260 bike racks in Downtown Traverse City!

RESTROOMS

PUBLIC RESTROOMS ARE CONVENIENTLY LOCATED AT THE FOLLOWING LOCATIONS:

MORSELS 321 E. FRONT ST.

**PARK STREET
PUBLIC RESTROOMS** LOOK FOR THE HEART WALL

MILK & HONEY 240 E. FRONT ST.

ESPRESSO BAY 202 E. FRONT ST.

**GREAT LAKES
BATH & BODY** 110 E. FRONT ST.

BREW 108 E. FRONT ST.

SANTA'S HOURS



SANTA WILL VISIT WITH LITTLE ONES AT CHERRY REPUBLIC POST PARADE.

SANTA'S HOUSE WILL OPEN ON FRIDAY, NOVEMBER 23, 2018 AT THE CORNER OF CASS & STATE STREET.

SANTA'S HOUSE HOURS:

FRIDAYS | 5 to 8 pm
November 23 & 30, December 7, 14, & 21

SATURDAYS | Noon to 3 pm
November 24, December 1, 8, 15, & 22

SUNDAYS | Noon to 3 pm
November 25, December 2, 16, & 23

EXTENDED DAY | Noon to 3 pm
December 24

**Santa's House will be closed on December 9*

DOWNTOWN TRAVERSE CITY ASSOCIATION

BOARD MEETING

THURSDAY, OCTOBER 11, 2018
8:30AM • DOWNTOWN OFFICE

MINUTES

1. Call to order (*Neidorfler*)
2. Approval of Minutes of the Board Meeting of September 13, 2018 (*Neidorfler*) *Minutes from the September 13, 2018 board meeting were approved as amended upon motion by Kaberle and seconded by McMillen. Motion carried unanimously.*
3. Event Report (*Viox*)
 - a. Downtown Art Walk
 - i. Will set up meeting with the Subcommittee and provide feedback at the next meeting
 - b. Fall Sale/Happy Apple Days
 - i. Downtown Halloween Walk
 1. Approved to send out digital versions of the signs opposed to printing and handing them out
 - c. Shop Your Community Day
 - d. Holidays (Small Business Saturday, Cocoa Crawl, Window Wonderland)
 - i. Giving Tuesday to be added to the sign up sheet
 - e. Light Parade & Santa's Arrival
 - i. Susan Fisher will be coordinating the DTCA Float and will conduct outreach for construction and participation
 - f. Downtown Chili Cook Off
4. Financial & Marketing Report (*Paveglio*)
 - a. Financial Reports *Financial Reports were approved as presented upon motion by McMillen and seconded by Bazemore. Motion carried unanimously.*
 - b. Marketing Report
 - i. Social Media & Newsletter Report
5. Committee Report
 - a. Review & Search Committee
 - i. City Attorney is reviewing it and will have feedback available next month
 - ii. Bylaws be brought to next meeting to review the name of this committee
6. President's Report (*Neidorfler*)
 - a. Holiday Gift Certificates

- b. Insurance Inquiry
 - i. Colleen to reach out to the Chamber & Insurance Provider on what next steps would be

- 7. CEO's Report (*Derenzy*)
 - a. DDA Report
 - i. Medical Marihuana
 - ii. TIF 97
 - iii. Civic Square
 - iv. City Opera House - Lip Syncing
 - v. Website Update

- 8. New Business (*Paveglio*)
 - a. Then & Now
 - i. Motion to have the DTCA see the final draft proposal of the design and layout of the project from the Arts Commission before the release of funds. ***Motion by Fisher. Seconded by Gildersleeve. Motion carried unanimously.***
 - b. Holiday Lights Request
 - i. *Motion to access the restricted fund, not to exceed \$800, to purchase Holiday Lights for the upcoming season. Motion by Gildersleeve. Seconded by Fisher. Motion carried unanimously.*
 - c. New Members

- 9. Adjourn

FARMERS MARKET ADVISORY BOARD

REGULAR MEETING MINUTES

Monday, October 15, 2018, 9:00 am
Committee Room, Second Floor
Governmental Center, 400 Boardman Avenue, Traverse City
www.downtowntc.com

1. Roll Call
 - a. Present: Tricia Phelps, Brenin Wertz-Roth, Scott Hardy, Gary Jonas, Sue Kurta, Courtney Lorenz, Scott Hardy
 - b. In Absentia: Nic Welty, Linda Grigg, Chuck Korson, Tim Werner
2. Approval of Minutes
 - a. Motion: Sue Kurta
 - b. Second: Meghan McDermott
3. New Members
 - a. Scott Hardy
 - i. Son of Sara Hardy, serves on DDA board
4. Monthly Financials
 - a. August & September
 - i. September was not included in emailed packet, included in print
5. Vendor Audits (*Searles/Dunham*)
 - a. Pahl Farms
 - i. Done with beans for the season, saw processing equipment, 5 acres for beans
 - b. Champion Hill Honey
 - i. Saw processing process in large pole barn
 - c. Bee Joyful
 - i. Beautiful, sizable soap shop in their basement
 - d. Naturally Nutty
 - i. Clear evidence they were making their product, not growing nuts or seeds
 - e. Interwater Farms
 - i. Apples and cherries are on main farm, peaches are on a different lot, amended application to reflect additional address to application
 - f. Yuba Orchards
 - i. Apples, cherries, several additional lots, amended application to reflect additional addresses to application
6. Brunch Update (*Phelps*)
 - a. Last minute cancellation, Grow Benzie/Loghan Call was able to extend
 - b. Planetary Coffee dropped out as well due to business relocating to Elk Rapids
 - c. Sales have been tough, not as high as we would like to see
 - d. Collected comment cards, received 20 over the past three weeks

- i. Delicious food, love having it, convenient for vendors packing and unpacking, love the connection to sourcing from the market
 - ii. A large amount of feedback was "bring food trucks to Saturday market"
- 7. Subcommittee Meetings
 - a. Seeking volunteers for all committees (no more than 5 each), contact Nick if interested
 - b. Operations
 - i. Sue Kurta, Courtney Lorenz volunteered
 - c. Programming
 - i. Gary Jonas, Meghan McDermott, Brenin Wertz-Roth, Tricia Phelps volunteered
- 8. Wednesday Market Review
 - a. All vendors will be invited to next month's meeting, with four options
 - i. Stay the same
 - ii. Afternoon/evening market
 - iii. Something in the middle
 - iv. No Wednesday market
 - b. Current Problems
 - i. Nick will send questions to all FMAB members
 - c. Feedback Ideas
 - i. Public
 - 1. Exploring options for surveying; Neighborhood Association Survey
 - ii. Farmers
 - 1. Expressed interest in reduced fee on Wednesdays
- 9. Public Comment
- 10. Adjournment
 - a. 10:06 am

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA Director has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35 107 of the Department of Justice Regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

**DOWNTOWN DEVELOPMENT AUTHORITY
LOWER BOARDMAN RIVER LEADERSHIP TEAM**
Wednesday, October 24, 2018, 5:30 p.m.
400 Boardman Avenue, Lower Level Cafeteria
Traverse City, MI 49684
www.downtowntc.com

Co-Jennifer-JayChair Burkholder called the meeting to order at 5:34 p.m.

Present: Elise Crafts, Christine Crissman, Jean Derenzy, Frank Dituri, Tim Ervin, Brett Fessell, Jennifer Jay, Deni Scudato, Russ Soyring, Mike Vokery

Absent: Harry Burkholder, Rick Korndorfer, Michele Howard

DDA Staff: Colleen Paveglio

1. **Meeting Minutes: The meeting minutes from October 10, 2018 were approved as presented upon motion by Crafts, seconded by Soyring. Motion carried unanimously.**
2. Presentation by Brett Fessell, Grand Traverse Band of Ottawa and Chippewa Indians and Heather Hettinger, Michigan Department of Natural Resources Fisheries Division
 - a. Presentation on a number of items pertaining to the Boardman River including the Boardman Weir, anglers, fish habitat, and native and non-native fish species
3. Paddle Tour Schedule
 - a. Dituri provided dates of November 2 or November 9, 2018.
 - i. The Team to provide response by Monday, October 29
4. Update on RFQ
 - a. RFQ was disseminated on October 19, 2018
 - a. DDA and City website, Builder's Exchange, Record Eagle
 - b. Pre-Qualification Meeting set for October 31 at 10 am
5. Public Comment
 - a. John Nelson, 4022 Incochee, inquired about the Fisheries Division regarding fish habitat and ecosystem
6. Adjournment. The meeting officially adjourned at 6:33 p.m.

Respectfully submitted,

Colleen Pavegio

The Traverse City Downtown Development Authority does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The DDA CEO has been designated to coordinate compliance with the non-discrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the Americans with Disabilities Act, and the rights provided thereunder, are available from the DDA office.

DRAFT

City of Traverse City

Office of the City Manager

GOVERNMENTAL CENTER
400 Boardman Avenue
Traverse City, MI 49684
(231) 922-4440
(231) 922-4476 fax
tcmanage@traversecitymi.gov



MEMORANDUM

TO: Ms. Gail A. Parsons Juett, Library Director

CC: Ms. Lauren Tribble Laucht, Esq.
Mr. William Twietmeyer, Treasurer
Ms. Jean Derenzy, DDA CEO
Traverse City Commissioners

FROM: *MAC*
Marty Colburn, City Manager

DATE: October 30, 2018

SUBJECT: OLD TOWN TIF TAX ACCRUAL

It has come to my attention that the City of Traverse City did collect and maintain the DDA's Old Town TIF Tax Accrual for the most recent year. Last year, the City Commission did discuss the new law that could allow libraries an exemption. It was our understanding that the City chose not to dispute TADL's interpretation, thus not collect and maintain these funds for the DDA, but allow the tax incremental funds for the Traverse Area District Library to be distributed back to the Traverse Area District Library through the life of the Old Town TIF Plan.

I have directed staff to release these funds (\$6,727.91) to the Traverse Area District Library. My apologies for the inconvenience.

Follow us on Facebook, Twitter, & Instagram • CityofTC • www.traversecitymi.gov